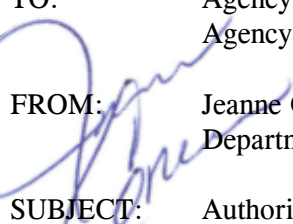




**DEPARTMENT OF PERSONNEL**  
**209 East Musser Street, Room 101**  
**Carson City, Nevada 89701-4204**  
**(775) 684-0150**  
**<http://dop.nv.gov>**

**MEMO PERD #14/06**  
April 7, 2006

TO: Agency Personnel Liaisons  
Agency Personnel Representatives

FROM:  Jeanne Greene, Director  
Department of Personnel

SUBJECT: Authorization for Central Records Documentation Pick-up

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This memo contains details regarding a new policy being implemented in the Department of Personnel, Central Records Section that will aid in the safeguarding of sensitive employee information. The policy requires agencies to designate authorized representatives to pickup Central Records documentation. Additionally, representatives may be required to present identification if Central Records staff does not know them.

Attached is a new form entitled "Authorization for Central Records Documentation Pick-Up", which must be completed and sent back to Central Records by **5:00 p.m., April 14, 2006**. This form provides authorization for Central Records staff to release your agency's documentation from the pick-up drawer. For those agencies that have their paperwork mailed to them (i.e., southern and rural areas) a form will be required in order for Central Records to ensure documentation is delivered to an authorized representative. Further, Central Records staff will begin checking ID's on **April 17, 2006**, so it is critical to meet the **April 14, 2006**, deadline. Due to the short turnaround being requested for these forms, faxes will be accepted; however, we ask that agencies follow up with the original.

When an authorized agency representative transfers or terminates from an agency or a new agency representative needs to be designated, agencies will be required to submit a new form. The form can be found on the IFS-HR website under the Payroll/Records tab. If agencies send over an unauthorized representative to pick-up documentation, Central Records will not release the contents of the agency file.

If you have any questions, please do not hesitate to contact your Central Records Personnel Representative either Kathy Brockway at (775) 687-9089 or Cynthia Martinez at (775) 687-9088.

JG:sq

**STATE OF NEVADA  
DEPARTMENT OF PERSONNEL**

**AUTHORIZATION FOR CENTRAL RECORDS DOCUMENTATION  
PICK-UP**

**WORK LOCATION CODE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_

**DIVISION:** \_\_\_\_\_

<b>NAME (TYPED OR PRINTED)</b>	<b>SIGNATURE</b>

**Appointing Authority:** \_\_\_\_\_  
(Name Typed or Printed)

**Title:** \_\_\_\_\_

**Appointing Authority Signature:** \_\_\_\_\_